

ADMINISTRATIVE - INTERNAL USE ONLY

(This Notice Expires 31 May 1982)

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-44

SECURITY  
29 March 1982

THEFT PREVENTION

1. NPIC personnel are reminded that the possibility of theft exists whenever personal property is stored in government buildings. While the occurrences of theft within [ ] are rare, adherence to the following precautionary measures will help insure a continuation of our good record.

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. Personal valuables such as jewelry, stocks, bonds, vital personal records, airline tickets, art works, etc., should not be stored in [ ]

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. Purses, wallets and other cash containers, such as coffee or snack bar funds, should not be kept in areas where they can be easily observed and accessed by passersby.

. All cash containers for coffee funds and snack concessions should be emptied daily and stored overnight in locked desks, storage cabinets or safes.

. The Security Division should be immediately notified in the event that an item is missing or believed to be stolen. Passage of time increases the difficulty of recovering lost or stolen items.

. Employees should monitor their work spaces during normal duty hours, and offer immediate assistance to any visitors by guiding him/her to the individual to be visited. In addition, employees should alert responsible parties to any unattended valuable items that they may observe.

2. The Security Division maintains a "Lost and Found" service. Inquiries about missing items can be directed to the Security Duty Officer on [ ]. Employees should note that the Security Division is also available 24 hours per day, 7 days a week to assist [ ] employees with any security-related problems that may arise.

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[ ]  
R. P. HAZZARD  
Director

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